

PLEASE POST

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**PERSONNEL VACANCY NOTICE**  
**GARY COMMUNITY SCHOOL CORPORATION**

1988 Polk Street  
Gary, IN 46407

Melisha Jones-Henderson  
Executive Director Human Resources

Dr. Pete Morikis,  
Emergency Manager

**POSITION:**           **Principal – High School**

**SALARY:**             **\$90,000 - \$95,000.00**

**REPORTS TO:**       **Emergency Manager**

**PURPOSE STATEMENT**

To use leadership, supervisory and administrative skills to promote the educational development of each student. Administers and coordinates curriculum and instruction for the assigned school; supervises and evaluates programs and activities; establishes standards and expectations for assigned school; communicates with school community.

**ESSENTIAL FUNCTIONS**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Administers and coordinates curriculum and instruction for the assigned school.
- Establishes and maintains an effective learning climate in the school.
- Supervises and evaluates programs and activities.
- Maintains active relationships with student and parents.
- Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
- Develops and implements effective school/community relationships.
- Supervises the evaluation of the teaching, secretarial, and custodial staff in the management of the school building and facilities.
- Establishes goals and objectives for the assigned school.
- Works with various members of the central administrative staff on school problems of more than in-school import, such as transportation and special services.
- Prepares and conducts staff development activities.
- Establishes and implements policies and procedures for the assigned school.
- Makes recommendations concerning the school's administration and instruction.
- Supervises the maintenance of all required building records and reports.
- Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
- Interprets and enforces district policies and administrative regulations.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

## **SUPERVISORY RESPONSIBILITIES**

Teachers and all other personnel assigned to the school.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Secondary education curriculum and instruction techniques.
- Preparing and administering the school budget and supervising school finances.

Ability to:

- Establish and maintain effective working relationships with employees, students, parents, and the public.
- Demonstrate effective verbal and written communication skills.

## **EDUCATION AND EXPERIENCE**

A Master's degree in education, educational administration or a related area from an accredited college or university. A minimum of five (5) years of successful teaching experience. Demonstrated supervisory (administrative) experience in a secondary school preferred. Previous administrative/supervisory experience.

## **CERTIFICATION**

Indiana Secondary Administrative/Supervisory License.

**Required Testing:** Drug Test

**Clearances:** Fingerprinting/Background Check

## **METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:**

Gary Community School Corporation  
Click on "Employment Opportunities"  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
1988 Polk Street  
Gary, IN 46407

Human Resources Department  
Certified: January 3, 2019

**EQUAL OPPORTUNITY EMPLOYEE**